



## **Guidelines**

**Applicant should follow the following instructions while filling the form.**

1. In serial number 1, name and address of the institution currently studying should be written clearly.
2. In the serial number 2, Name, surname of the applicant should be written clearly in English [Block Letter].
3. In the serial number 3, name, surname of the father/mother should be written clearly in English (Block Letter).
4. In serial number 4, applicant should write detail address of Province, District, Rural/Municipality, Ward No. in clear language.
5. In serial number 5, applicant should write own mailing address.
6. In serial number 6, applicant should write date of birth in B.S. mandatorily and in AD if possible.
7. In serial number 7, put  mark in appropriate box.
8. In serial number 8, written academic qualification clearly.
9. In serial number 9, put  mark in quota system.
10. In serial number 10 Signature of the applicant should be certified by the signature verifying officer mandatorily.
11. In serial number 11, Institutional Stamp and Signature of the Principal should be certified by the verifying officer mandatorily.
12. Who has not filled up the registration form, shall not attend the final examination. Even in case attended to the final examination that shall be avoid automatically.
13. Registration form to be filled up by all.
14. Applicant, who has studied abroad, has to submit transfer migration certificate.
15. Applicant should submit photocopies of academic and training certificate, citizenship, Birth certificate, Application Acceptance card, Application Acceptance Form and result along with the registration form.

**CTEVT, Office of the Controller of Examinations**